

TOWN OF BROOKLYN

December 10, 2007 Meeting Minutes

Approved by the Town Board January 14, 2008

The regular monthly meeting of the Town Board of Supervisors was called to order at 7:30 pm. on Monday, December 10, 2007 at the town hall. In attendance were Chairman Ted Belanus, Supervisors Cheryl Rezabek and John Davis, Jr., Treasurer Amy Ross, and Clerk Roseann Meixelsperger. The clerk read the open meeting notice and all recited the Pledge of Allegiance.

Minutes November 12, 2007: Motion by Rezabek to approve the minutes of November 12, 2007 Town meeting. Second by Davis. Motion carried unanimously. Correct spelling of General Fund on Page 1.

Minutes Special Meeting November 19, 2007: Motion by Rezabek to approve the minutes of November 19th, special meeting on the 2008 Budget. Second by Davis. Motion carried unanimously.

Minutes Special Meeting November 30, 2007: Discussion on adding “that exceeding the levy limit will result in a reduction of State Aid in the amount of \$986.” Motion by Rezabek to approve the minutes of November 30th special meeting. Second by Davis. Motion carried unanimously.

Bills: Motion by Davis to approve/pay the bills as presented for \$25,397.40. Second by Rezabek. Motion carried unanimously.

Treasurer’s report & Clerk’s reconciliation:

Cash in Checking Account:	\$ 76,954.47
Equipment Fund:	73,059.64
Smart Growth Fund:	9,482.17
Brooklyn Fire Building Fund	83,816.35

Motion by Davis to accept the report. Second by Rezabek. Motion carried unanimously.

Town Road Budget to Actual expenses year to date report: Discussion on report. No new items were added from last month.

Roadwork: Elmer Road Bridge – grant has been approved. Belanus had an on job site meeting last week. Project cost estimated at \$215,000. Project will be engineered in 2008, built in 2009. Town has to pay 20% of the cost up front, and will be reimbursed at 10%. About \$10,000 will be disbursed in from the Town of Brooklyn in Spring, 2008 to start funding this project.

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T.R.I.P. Committee – Town of Brooklyn received a grant of approximately \$31,000 towards Sandy Hook north end repaving job. The estimated project cost is approximately \$50,000.

'96 Truck has a major spring broken. Town Patrolman will rent a truck from Green County. Needs a working second snow plow due to the snow storms we've been having.

Recycling Committee: Co-Chair Jim Scrivner presented an updated Recycling Center Action Plan to the Board for review.

A job description for the Recycling/Solid Waste Facility Assistant was also presented. After review, Board approved this job description.

An applicant attitudes/skills/knowledge for the Recycling Assistant Position was presented next.

Application will be provided to the Clerk for this position. Recycling Committee will interview the candidates, and present them in no particular order to the Board for hiring decision. There are currently two people who have expressed an interest in the position.

Recycling "cheat sheets" were mailed with the property tax bills.

Recycling receipts will be handed out starting in January. The Committee members will be on hand the first couple of weeks to help with the implementation of the new process.

Take out policy. Attorney has reviewed the policy and provided a written memorandum on their recommendations to this policy.

Daily Activity Report At the end of the day, this report will be completed by Recycling Staff. As discussed, Attendant will be given about an extra hour per day to complete this report.

Refine Fee Structure Effective January 5, 2008. Few changes from original fees set in 2002. Suggest this not be put on the web site until January, when the charges are effective.

Waste Transfer Station Manager's compensation level for 2008. Increased by \$1/hour and increase time by an hour per day to handle the paperwork. The Assistant would receive \$9.50/hour. Motion by Davis to pay Manager \$10.50/hour for all of his time worked, including preparation and follow up paperwork afterward, and the Assistant should be paid \$9.50/hour. Second by Rezabek. Motion carried unanimously.

Fire/EMS District reports: John Marx reported on Brooklyn District meeting. Town of Union had some budget changes, which resulted in a savings of \$229 for the Town of Brooklyn.

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\$1.6 million is the outstanding building loan amount. An audit will be required annually. Internal Controls will be improved. Joann Van Norman is the new Secretary/Treasurer. The next meeting will be taking up the issue of replacing a 1972 fire engine; about \$450,000 is the estimated cost. There is about \$200,000 in a sinking fund for this purchase. They are considering increasing the percentage for the sinking fund. They did receive approval to go forward with the bid process for the fire engine. Chair suggested that to help build up the sinking fund; they start to charge a trip charge. Is there evidence that charging a trip charge could increase their insurance premium? Some discussion on this topic.

Jim Topel provided an Evansville Fire update. Land purchase and rezoning will be taken care of at the January meeting at the City. The Fire meeting in February should get the sale of the existing station taken care of. Excel Engineering and Bob Kimball Construction were to meet with the Evansville Fire and provide floor plans to them. \$2,000,000 is probably the budget figure. Any non essential areas will not be framed in; the local firefighters will take that on as a volunteer project. Six bays. Goal is to have growth covered by about 25 years. Belanus questioned Topel on Fire Call charges. \$500 is usual fire call fee, mutual aid is \$250. The state has a standard fee for fire calls.

Attica Cemetery: A couple of representatives appeared to discuss their situation. Davis asked for an accounting of the cemetery's financials. Attica has about 147 gravesites. Belanus stated the Town wants the Cemetery to stay solvent, but the Town Board needs to see the books to provide supplemental funding. The representative stated their committee is very interested, and will try to get everything to the Board in January.

Clerk request to Board to discuss need for ordinance for the destruction of obsolete records: A modification of the WI Towns Association law forms were provided to the Board for an ordinance to destroy certain accounting, utility, and other town records. When the ordinance is in place, a separate resolution would be required to notify the State Historical Society that gives them 60 days notice prior to destruction. The specific records in question are check stubs, bank statements, and vendor records dating back to the 1960's. No Town historical records are being requested to be destroyed. Motion by Davis to submit the draft ordinance to the attorney for review. Second by Rezabek. Motion carried unanimously.

Treasurer request to Board to discuss need for resolution to pay taxes collected to the Green County Treasurer: Clerk stated to the Board that our Insurance Agent stated that the Treasurer's bond is sufficient, and he doesn't see the need for a separate resolution.

Driveway, field road permits: Mike and Heather Guth on Smith Road totally complete on 12/07/07. Motion by Davis to issue refund of \$1,500. Second by Rezabek. Motion carried unanimously.

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Randy Dreger on King Road complete on 12/07/07. Motion by Davis to refund \$1,500. Second by Rezabek. Motion carried unanimously.

Driveway/Field road compliance issues: Golemb's driveway is in compliance per Davis.

Nomination of Election officials: Motion by Davis to adopt Resolution 12-10-07 to appoint Kathy Curtner as a Chief Election Inspector for a two year term, Elvina Patterson, John Marx, Lois Krajeck, Marie Ross, Robert Strous, Jr., Cheryl Rezabek, and Judy Belanus as Election officials for a two year term. Second by Rezabek. Motion carried unanimously.

Town Building Improvements: Belanus stated nothing is going on right now, and won't be until 2008

Planning Commission: Chairman Kramer stated the Commission is advised that recently there was a home funeral; a person was buried near their barn. What is the town's responsibility on burial on private property? Kramer will put this on next month's Agenda. Belanus stated there are boiler plate ordinances provided by the Wisconsin Towns Association.

Informational Items: Independent Inspections has laid off our Inspector, and we have been assigned a backup - namely, Wayne Murwin. Wayne can be reached at 1-800-422-5220.

Adjournment: Motion by Rezabek to adjourn. Second by Belanus. Motion carried unanimously.

Respectfully submitted,

Roseann Meixelsperger
Clerk, Town of Brooklyn